

Registration Quick Guide

Step #1 – hbu.edu/username

1. Enter the last 4 digits of your Social Security Number
2. Enter Date of Birth (MMDDYYYY) Ex.) May 14, 2000 would be 05142000
3. Write down your username, H Number, and default password
 - a. Your HBU Email will be your username + @hbu.edu

Step #2- huskynetsso.hbu.edu

1. Username: HBU One Login Username + @hbu.edu
2. Password: Default password from Step 1 (6-digit
DOB, capital letter of last name and exclamation
point) (MMDDYYG!)
3. When you log in for the first time, you will then be prompted to reset your password.
4. You will again enter your default password as the old password and then create
a new password. Below are the guidelines for your new password:
 - a. Your new password must meet the following characteristics:
 - i. Uppercase character
 - ii. Lowercase character
 - iii. Numbers or special characters (~!@#%&*_+|=`\'()\{\}[];:"'<>,.?)
 - iv. Twelve (12) characters long
 - v. No spaces allowed
5. You will be prompted to reenter your new HBU password. Click submit

Step #3- Registration/View Class Schedule

1. Click Student Tab Click Registration and Click “Acknowledge” twice
2. Select Term- Enter your “alternate pin” (six-digit code that your advisor gave you)
3. Click Class Search to begin adding classes
4. Click on Student Schedule to view weekly schedule
5. Click Return to Menu and Click Student Detailed Schedule

